

JOB DESCRIPTION - ASSISTANT ACCOUNTS PAYABLE INTERN

About the College:

College Francais Bilingue de Londres is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.

We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.

ROLE: Assistant to the Accounts Payable Officer

REPORTS TO: Accounts Payable Officer

JOB PURPOSE: The primary objective of this role is to provide assistance and support to the Accounts Payable (AP) Officer in executing tasks related to the Account Payable function. This includes processing orders, inputting invoices, and reconciling supplier accounts within the school's financial framework.

KEY RESPONSIBILITIES:

Orders and Invoices:

- Review and verify orders generated in the ordering system (PRS) and manage the "order" mailbox.
- Process orders submitted by staff, proactively addressing any associated queries.
- Record orders, place orders, and transmit purchase orders (POs) to suppliers.
- Ensure timely reception of ordered goods and services.
- Conduct reconciliation of purchase orders with supplier invoices.
- Facilitate the authorization of supplier invoices.
- Enter all invoices and payment information into the system.
- Perform supplier account reconciliation.
- Address and resolve inquiries from suppliers, while managing the "Accounts Payable" mailbox.
- Maintain and update supplier records and oversee the "Supplier Contracts" file.

Other Duties:

Provide support for adhoc requests or projects as needed and undertake additional duties or responsibilities upon request.

Comply with school policies and procedures pertaining to child protection, health and safety, security, confidentiality, and data protection, and report any concerns to the relevant authorities.

Maintain strict confidentiality of information related to the school, its staff, pupils, and parents.

Additional Information:

Total working hours: 8 hours per day, 3 days per week.

The intern will receive reimbursement for expenses.

Benefits include complimentary meals at the canteen, access to free yoga classes, and the opportunity to attend either French or English language classes, among other offerings.

To Apply:

Please send a CV and cover letter to: recruitment@cfbl.org.uk

There is no deadline to apply, however the successful candidate will be required to start as soon as possible.

Right to Work in the UK

Every candidate invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Details of the required documents will be sent to all candidates who are invited for interview and the relevant original documents must be brought to the interview for checking and copying. Please note we are unable to accept photocopies of documents; original document must be provided for checking by CFBL staff.

To check the type of visa you may require in order to satisfy your right to work in the UK, please see <http://www.ukba.homeoffice.gov.uk/>.